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Approved For Release 2005/07/13 : CIA-RDP62-00939A000100040023-2

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NO. 3/55

**TRAINING OFFICERS MEETING**

**Thursday**  
**20 Jan 55**

**SUMMARY OF PROCEEDINGS**

**ATTENDANCE:**

**Mr. Baird, DTR**

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**1. Language Proficiency Testing**

**[ ] reported that the Language Proficiency Testing is a program which the Office of Training developed to meet a TSS requirement: namely, how to select suitable persons for assignments which require use of a foreign language.**

**To date 20 tests have been administered to 131 individuals, and the results thereof are valuable in three ways:**

- a) Supervisors are assisted in assigning qualified people to various positions.**
- b) Training Officers may determine how much more training is needed to bring persons up to a desired degree of proficiency**
- c) Language and External Training School advisors are able to place students beyond the beginner's stage in courses appropriate to their level of proficiency.**

**Each examination consists of three phases: reading, writing, and speaking. Applicants are free to elect any or all of these parts. The written section is divided into sub-sections for speed reading, vocabulary, comprehension, grammar, and composition.**

**The numerical score earned by the applicants places them in one of five categories: slight competence, elementary, intermediate, advanced non-native, and educated native.**

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IN CLASS/ DECLASS/ CLASS CHANGED TO: IS S C RET. JUST. 22  
NEXT REV DATE 89 JAN 01 6 NOV 74 REVIEWS  
NO. PGS 3 CREATING DATE - ORG CGMP // OPL// ORG CLASS S  
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It was recommended that in addition to this rating, allowance be made for persons who fall into other categories (i.e., one who speaks fluently, but on a non-cultured level). Also, it was suggested that the rating would be more meaningful if it included examples of a student's reading capacity (i.e., elementary textbooks, light novels, newspapers, etc.). Written comment added to the rating sheet should be so explicit as to preclude the need for personal conference between the supervisor and the instructor.

The report form for the proficiency test is being formalized at this time and suggestions from other interested persons are invited. Training Officers will be advised of the dates for the proficiency tests, to be conducted quarterly.

It was emphasized that the test under discussion is to determine proficiency and should not be confused with the aptitude test which predicts learning nor the achievement test which examines how much has been learned in a given interval.

One beneficial result of this testing program will be its use as a roster of personnel with stated levels of language proficiency.

2. Language Aptitude Test Report Form

Chief, Assessment and Evaluation Staff (A&E), stated that since women earn higher scores on language aptitude tests and higher marks in foreign language courses, the report forms will list each sex separately so that student aptitudes may be appraised more equitably.

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4. Who's Who in CIA

A test to identify key Agency personalities was presented to students in the Clandestine Services Review. Results indicated serious lack of knowledge in this field. A similar test will be given to division training officers to see how widespread this deficiency may be.

5. OTR Registrar's Weekly Report

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6. Review of Training and Assessment Records for Career Panel Action on Career Staff Applications

The FI Career Panel requested that it be advised whenever derogatory information is available which might affect acceptance of career staff applications. DTR agreed that truly derogatory material will be red flagged on a continual basis as it comes to the attention of OTR.

7. Cancellation of 27 January Meeting

Because of the Clark Committee visit, the meeting scheduled for next week is cancelled.

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